

**Tender document for
the role of Host to
Belford and Seahouses Community Forum**

Introduction

Belford and Seahouses Community Forum (working title) wish to appoint a Host to provide support to enable the Forum to function effectively, as detailed in the specification below.

Tenders for the role of Host MUST be received by 12.00 NOON on Friday 3rd April 2009.

Tenders should be submitted by email, post or, ideally, both to:

Lynda Fakir
Locality Officer
Northumberland County Council
County Hall
Morpeth
NE61 2EF

Email Lynda.Fakir@northumberland.gov.uk

The intention is to appoint the Host on a three year basis, subject to a satisfactory annual performance review and the ongoing availability of funding. The Host will be appointed for a minimum of one year.

Any questions on this tender document should be addressed to Lynda Fakir :
Telephone: 01670 533658

Background

The Belford and Seahouses Community Forum has been established with advice and support from Northumberland County Council to encourage everyone living and working in the locality to take an active role in creating a place where local needs are addressed. The Forum will provide a means for the County Council to consult with the local community, and will produce a Community Action Plan which will identify issues will are of concern to the community, and actions to address these.

It is expected that the Community Forum will meet up to six times a year and will hold two wider community events, as well as topic based task group meetings as required.

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Host Specification

Role

The Host will provide independent support to enable the Belford and Seahouses Community Forum to function effectively.

Duties

- To ensure that the code of conduct is upheld
- To facilitate wide participation and involvement of people in the activity of the Forum through effective promotion
- To communicate the activities of the Forum to the wider community, To receive feedback from the Community on Forum activity
- To carry out the necessary administration of the Forum to include:
 - Sending out invitations, agendas, meeting papers and reminder notices at least 5 working days prior to the meeting/event date
 - Booking arrangements re the programme of engagement
 - Recording feedback, minute taking, and publishing these within two weeks of any Forum meeting
 - Supporting the facilitation of activities
 - Monitoring the working of the forums to ensure evaluation can be undertaken
- To provide venues (directly or indirectly) for regular Forum meetings
- To communicate any issues arising from Forum activity to the Chair, Locality Officer and Ward Councillors
- To support the co-ordination of activity that involves other Forums across the county

The Host could also be responsible for managing agreed financial arrangements of the Forum in the future.

Skills, Abilities and Resources

- The ability to act as an independent source of support to the Forum
- IT skills to ECDL level, or equivalent, as a minimum
- Have access to a range of publicity vehicles eg website, newsletter, and knowledge of cost-effective communication routes such as e-networks, web-based information sites, e-newsletters etc
- An email address and a dedicated telephone number which is, or can be, publicly available
- Knowledge of the groups and community organisations based in the locality, and of countywide or national organisations and service providers operating in the locality
- As a minimum, a basic understanding of Community Development

Further information

The amount of funding available for the Host has not yet been finalised, but is likely to be between £2,000 and £4,000 per annum.

Additional documents are provided to give further background information:

- Northumberland County Council – Protocol for Community Forums
- Northumberland County Council – Guide to Community Leadership

Tender requirements

Your written tender in response to this document should:

1. Outline how you, or your organisation, will address the requirements of the “Duties” section detailed above.
2. Provide information and evidence to show how you, or your organisation, can meet the requirements of the “Skills and Abilities” section detailed above.
3. Include a budget, with an outline of proposed expenditure and a total annual cost for the provision of the Host service.
4. Provide information about the governance arrangements of your organisation, if applicable
5. Provide contact details for two independent referees who can be contacted with reference to this tender process

Appointments timescale

19 March 2009	Tenders invited
3 April 2009 12 NOON	Closing date for tenders
By mid-April 2009	Tender evaluation and selection
By end April 2009	Host appointed
31 March 2010	Annual Performance Review